

## How do I get a DUNS Number?

The Data Universal Numbering System (DUNS) number is a unique nine character identification number provided by the commercial company Dun & Bradstreet (D&B). Call D&B at 1-800-333-0505 or 610-882-7000 if you do not have a DUNS number. The process to request a DUNS number takes about 10 minutes and is free of charge. Please use the following instructions to navigate through the voice prompts:

1. enter "3" to Register your business and obtain a DUNS #
2. enter "2" for assistance. DO NOT PRESS "1" FOR eUPDATE
3. enter "1" to create a new listing
4. enter "1" for Federal Registration (Government Contractor Listing)

You can also register for your DUNS number at Dun & Bradstreet's web site: <https://www.dnb.com/product/eupdate/requestOptions.html>. Please note that registration via the web site may take a few days to complete.

If you already have a DUNS number, the D&B representative will advise you over the phone. You must have a different 9 digit DUNS for each physical location/different address in your company as well as each legal division that may be co-located. When entering your DUNS number, enter only the numbers; do not include dashes. As a result of obtaining a DUNS number you might be included on D&B's marketing list that is sold to other companies. If you do not want your name/company included on this marketing list D&B has asked that you contact them, anytime, at the same numbers noted above to request they be removed.